



DEPARTMENT OF THE ARMY  
WASHINGTON, DC 20310



HQDA Ltr 40-03-1

DASG-HS-CD

2 July 2003

Expires 2 July 2005

**SUBJECT: The Use of DD Form 2813**

SEE DISTRIBUTION

1. **Purpose.** This letter extends the expiration date of HQDA Ltr 40-01-2 from 2 July 2003 to 2 July 2005.

2. **Proponent and exception authority.** The proponent of this letter is The Surgeon General. The Surgeon General has the authority to approve exceptions to this letter that are consistent with controlling law and regulation. The Surgeon General may delegate the approval authority, in writing, to a division chief within the proponent agency who holds the grade of colonel or the civilian equivalent.

By order of the Secretary of the Army:

JOHN M. KEANE  
*General, United States Army*  
*Acting Chief of Staff*

Official:

JOEL B. HUDSON  
*Administrative Assistant to the*  
*Secretary of the Army*

**Distribution:**

This publication is available in electronic media only and is intended for the following addressees:

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#### COMMANDERS

FORCES COMMAND

U.S. ARMY TRAINING AND DOCTRINE COMMAND

U.S. ARMY MEDICAL COMMAND

U.S. ARMY DENTAL COMMAND

DASG-HS-CD

2 July 2001

Expires 2 July 2003

**SUBJECT: The Use of DD Form 2813**

SEE DISTRIBUTION

**1. Purpose.** This letter prescribes the use of a new form, DD Form 2813 (Department of Defense Reserve Forces Dental Examination). DD Form 2813 applies to members of the Reserve Components and documents their dental health following annual dental examinations performed by civilian dentists. The information in this letter will be incorporated into AR 40-35 and AR 40-66. When revisions to these publications are published, those revisions will supersede this letter.

**2. Proponent and exception authority.** The proponent of this letter is The Surgeon General. The Surgeon General has the authority to approve exceptions to this letter that are consistent with controlling law and regulation. The Surgeon General may delegate the approval authority, in writing, to a division chief within the proponent agency who holds the grade of colonel or the civilian equivalent.

**3. References.**

*a. Related publications.*

- (1) AR 40-35, Preventive Dentistry.
- (2) AR 40-66, Medical Record Administration and Health Care Documentation.
- (3) Assistant Secretary of Defense for Health Affairs Policy Memo 98-021, 19 Feb 98, Subject: Policies on Uniformity of Dental Classification System, Frequency of Periodic Dental Examinations, Active Duty Overseas Screening, and Dental Deployment Standards.
- (4) Assistant Secretary of Defense for Health Affairs memorandum, 15 Feb 00, Subject: Department of Defense Reserve Forces Dental Examination Form.

*b. Referenced forms.*

- (1) SF 603, Health Record--Dental.
- (2) SF 603A, Health Record--Dental--Continuation.

**4. Responsibilities.**

- a.* The Surgeon General is responsible for implementing dental readiness standards for Army personnel.

b. The Chief, Army Dental Corps will advise The Surgeon General on issues related to dental readiness standards for Army personnel.

**5. Background and use of the form.** References 3a(3) and 3a(4) above directed the Services to ensure that all members of the Selected Reserve undergo an annual dental examination to determine deployment readiness. Military members receiving a dental examination from a civilian dentist will request their dentist's assistance in completing DD Form 2813. The Government is not obligated to pay for administrative costs (if any) incurred for completing the form. Military dentists (Active Component and Reserve Component) will continue to document annual dental examinations on SF 603 (Health Record--Dental) and SF 603A (Health Record--Dental--Continuation).

**6. Source of the form.** DD Form 2813 is available electronically on the Office of the Secretary of Defense Forms Repository (<http://web1.whs.osd.mil/icdhome/icdhome.htm>). This form may be reproduced locally on 8 1/2- by 11-inch paper. This size includes a 1-inch blank margin for punching.

**7. Completion of DD Form 2813.** The individual being screened will fill out blocks 1 through 5, and request his or her civilian dentist to complete the remainder of the form (blocks 6 through 11). These blocks are self-explanatory.

**8. Disposition.**

a. The Reserve Component member is responsible for forwarding the completed form to his or her unit's personnel section for filing in the member's dental health record.

b. The results of each exam (the member's dental fitness classification) will be entered into the authorized electronic tracking system so that dental fitness status reports can be made available to the unit commander and to higher headquarters. Dental fitness classifications are as follows:

(1) *Dental fitness Class 1.* Soldiers with a form that has an 'X' in block 6, item (1), will be classified in dental fitness class 1.

(2) *Dental fitness Class 2.* Soldiers with a form that has an 'X' in block 6, item (2), will be classified in dental fitness class 2.

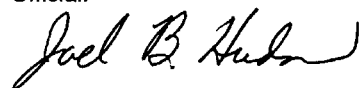
(3) *Dental fitness Class 3.* Soldiers with a form that has an 'X' in block 6, item (3), will be classified in dental fitness class 3.

c. DD Form 2813 will be filed on the right side of the dental record treatment folder below SF 603 and SF 603A (AR 40-66, fig 5-3).

By Order of the Secretary of the Army:

ERIC K. SHINSEKI  
General, United States Army  
Chief of Staff

Official:



JOEL B. HUDSON  
Administrative Assistant to the  
Secretary of the Army

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